

## Attorney V

### Task Statements

1	Prepare high level documents (e.g., reports, memoranda, correspondence) containing recommendations and analyses for departmental executive leadership and/or control agencies regarding the most complex, difficult and sensitive legal matters to facilitate decision making.
2	Review, edit, or consult on high level documents (e.g., reports, memoranda, correspondence) containing recommendations and analyses for departmental executive leadership and/or control agencies regarding the most complex, difficult and sensitive legal matters to facilitate decision making.
3	Prepare documents for department/state use regarding the most complex, difficult and sensitive matters concerning significant programmatic activities or anticipated/pending administrative or judicial proceedings.
4	Review, edit, or consult on documents for department/state use regarding the most complex, difficult and sensitive matters concerning significant programmatic activities or anticipated/pending administrative or judicial proceedings.
5	Prepare correspondence to accurately express the department's/state's position on the most complex, difficult and sensitive legal matters on behalf of executive management.
6	Review, edit, or consult on correspondence to accurately express the department's/state's position on the most complex, difficult and sensitive legal matters on behalf of executive management.
7	Prepare, review, or consult on legal documents (e.g., discovery, pleadings, motions, briefs, opinions, court or agency filings) regarding the most complex, difficult and sensitive legal matters considering proper content, legal analysis, tone, organization, grammar, format and terminology to communicate desired information.
8	Review, edit, or consult on departmental documents (e.g., manuals, contracts, agreements, publications, training materials) for proper content, tone, organization, grammar, format, and terminology to ensure compliance with the law and policy objectives.
9	Prepare, review, or consult on proposed legislation or regulations (including any supporting documents and analysis) that involve the most complex, difficult and sensitive subjects.
10	Prepare documents for high level decision makers reflecting a resolution, discussion, consultation or negotiation regarding the most complex, difficult and sensitive matters to accomplish state/department objectives.
11	Review, edit, or consult on documents for high level decision makers reflecting a resolution, discussion, consultation or negotiation regarding the most complex, difficult and sensitive legal matters to accomplish state/departmental objectives.

12	Communicate effectively and appropriately with persons at multiple levels of the organization regarding the most complex, difficult and sensitive matters to ensure that all relevant information is provided and received.
13	Communicate pertinent information to direct supervisor(s) regarding progress of work activities and legal matters to ensure that all relevant information is provided and received.
14	Communicate effectively and appropriately with persons outside of the organization (e.g., stakeholders, outside counsel, public entities, media) regarding the most complex, difficult and sensitive matters to ensure that all relevant information is provided and received.
15	Interview or examine individuals (e.g., clients, witnesses, staff) to gather information, discern policy implications and intent, or prepare individuals for testimony in the most complex, difficult and sensitive matters.
16	Make persuasive oral presentations and/or arguments to decision-makers regarding the most complex, difficult and sensitive matters to achieve an appropriate result.
17	Make oral presentations to decision makers regarding the most complex, difficult and sensitive matters to ensure that all relevant information is provided and received.
18	Assist in the development or implementation of the most complex or sensitive legal matters serving as a subject matter expert or by leading or serving on teams, taskforces, or committees.
19	Serve as a liaison or representative at high level meetings (e.g., seminars, conferences, taskforces) addressing the most complex, difficult, or sensitive legal matters to express the opinion of the department/state.
20	Serve as a liaison or representative in the most complex, difficult, or sensitive multistate or multi-jurisdictional legal, legislative, or policy matters to achieve departmental/state interests.
21	Identify and evaluate potential conflicts in law and/or policy to develop action plans for the most complex, difficult, or sensitive legal matters.
22	Represent and/or advise the department/state on the most complex, difficult, or sensitive legal matters when opposing interests are represented by individuals possessing a high level of experience and specialization.
23	Provide objective risk management advice to high level decision makers on the most complex, difficult, or sensitive legal matters to achieve departmental/state interests.
24	Assist with matters of first impression involving the most complex, difficult, or sensitive legal matters to determine appropriate actions.
25	Prepare for high level discussions, consultations or negotiations involving the most complex, difficult, and/or sensitive legal matters or documents to achieve departmental/state objectives.
26	Engage in high level discussions, consultations or negotiations involving the most complex, difficult, and/or sensitive legal matters or documents to achieve departmental/state objectives.

27	Recommend proposed courses of actions for decision makers on the most complex, difficult, and/or sensitive legal matters or documents to achieve departmental/state objectives.
28	Perform research regarding the most complex, difficult and sensitive matters to identify relevant facts or legal authority.
29	Analyze facts, relevant law, and available evidence on the most complex, difficult and sensitive matters to recommend or implement appropriate legal action.
30	Review documents or communications regarding the most complex, difficult and sensitive matters to determine the appropriate course(s) of action.
31	Review and evaluate evidence or facts necessary to support or disprove a legal theory or claim regarding the most complex, difficult and sensitive matters
32	Prioritize tasks and develop timelines for a case or legal matter to meet deadlines on the most complex, difficult and sensitive matters.
33	Identify and utilize individuals with appropriate level of expertise to ensure the most complex, difficult, and sensitive issues raised by cases/projects are adequately explored and addressed.
34	Identify and utilize technical resources (e.g., software, data management tools, presentation tools) to ensure that the most complex, difficult, and sensitive issues raised by cases/projects are adequately explored and addressed.
35	Develop strategies based on a review of relevant information (e.g., pleadings, evidence, public policy, law) to litigate or otherwise resolve the most complex, difficult or sensitive matters in a manner most favorable to the client and/or agency.
36	Evaluate proposed courses of action to determine whether the action is legal, ethical, and consistent with broader policy goals of the state/department and to make recommendations on the most complex, difficult, or sensitive legal matters.
37	Participate in self-study or available legal training offered through the department or outside professional organizations to acquire and/or maintain an expert level of legal skills and knowledge.
38	Demonstrate a high level of independence in prioritizing and completing tasks regarding the most complex, difficult, or sensitive legal matters to meet required timelines.
39	Address the most complex, difficult, or sensitive legal matters using a high degree of independent judgment.
40	Educate or train internal staff on specialized skills or areas of law to prepare for staff succession and maintain compliance with the law and policy objectives of the department/agency.
41	Provide coaching and mentorship to staff relating to job tasks to improve performance and productivity.
42	Maintain project schedules by updating and revising activity and milestone schedules, resource requirements and other task-related information to ensure accurate, updated project information and statistics.